

Safety Assurance for ON-SITE (non-construction) HANDS ON work performed by Subcontractors, Vendors and Guests at LBNL Facilities

- A sJHA must be completed online at <http://www.lbl.gov/ehs/ssa/nssa/index.shtml>
- A Pre-Job meeting must be held at which the sJHA is discussed and signed.
- Oversight of the work must be performed commensurate with the work hazard level.
- GERT is required.

Applies to:

- Subcontractors typically working at the Lab less than 30 days/year who do not have an employee number or badge (if working more than 30 days/year, subcontractor typically completes a regular JHA).

Does not apply to:

- Most consultants, personal services agreements, R&D subcontractors, Intra University Transactions, ALS Users and other university agreements
- Subcontractors who are performing all the work at a non-LBNL facility (Off-site)
- Subcontractors, vendors or guests who have completed a JHA

Examples of Hands-on work include:

- Use of hand or power tools
- Repair or service of a device, apparatus, machine or mechanism
- New equipment set up and testing
- Handling and/or disposing of materials e.g., chemicals, compressed gases, radioactive or bio-hazardous substances.

Examples of what is NOT Hands-on work:

- Office and administrative duties
- Computer programming
- Attending or making a presentation
- Supervision of a worker who is not performing hands-on work
- Photography
- Courier or taxi services

General sJHA Process for new or revised service requisitions

- Requester enters subcontract requirement information in the sJHA database and submits the link with a procurement requisition for the Subcontractor to a Requisition Preparer.
- Requisition Preparer uses E-Procurement system to submit the requisition and attaches the link to the completed sJHA form.
- The Procurement Buyer sends the sJHA link and other safety expectations (e.g. completion of GERT, review of the EHS Orientation) to the Subcontractor.
- The Subcontractor completes the sJHA and notifies the Requester, reviews the EHS Orientation and completes GERT (which is valid for two years for the individual subcontract worker).
- The Requester and Division Safety Coordinator (DSC) review the sJHA and determine the hazard level for the work scope and obtain any other necessary work authorizations.
- A Pre-Job Meeting is held in-person with the Requester, DSC and Subcontractor, and the sJHA is printed and signed. A copy of the signed sJHA and supporting documents are provided to the Subcontractor and the DSC.
- For Low Hazard sJHAs an electronic authorization is permitted.
- The scope of work is performed by the Subcontractor with graded oversight recorded by the Requester.
- Requester scans signed sJHA and related authorizations and uploads them to the sJHA database.
- **sJHA is valid for one year from the date completed, provided scope remains the same.**

Detailed Subcontractors Job Hazards Analysis and Work Authorization (sJHA) Process Instructions at:

ESD WEB SITE: <http://esd.lbl.gov/Resources/Health&Safety/sjha.html>

EHS WEB SITE: <http://www.lbl.gov/ehs/>

ESD KEY CONTACTS: Safety Coordinator: Vivi Fissekidou, x5610;
Business Manager: Maryann Villavert, x7357